

# Change Subsistence and/or Career Sea Duty Entitlements Due to TDY/Permissive Orders

**Introduction:** This section provides the procedures to change a member's rations and/or sea pay/time entitlement due to TDY/Permissive Orders.

## References:

[Pay, Personnel, & Procedures Manual, Chap. 2-B](#)  
[U.S. Coast Guard Pay Manual, Chapter 3-B, Chapter 4-B](#)

**Procedure:** TDY entitlement entries must be routed to a supervisor/auditor with CGHRSUP approval authority. Guidance for approving officials is incorporated in the applicable steps of this guide.

Start DIRECT ACCESS, [sign-in](#) and follow these steps to Change BAS or Sea Duty entitlements due to TDY.

Step	Action
1	<p><b>Select</b> Menu items in the following order.</p> <p><a href="#">Home</a> &gt; <a href="#">Compensate Employees</a> &gt; <a href="#">Maintain Entitlements</a> &gt; <a href="#">Use</a> &gt; <b>TDY Entitlements</b></p> <p>The following search box will appear. Type in the EMPLID of the member you wish to change TDY Entitlements for, and <a href="#">click</a> the <b>Search</b> button to select the member you wish to display.</p> <div><div><div><b>TDY Entitlements</b></div><div><b>Find an Existing Value</b></div><div><div>EmplID: <input type="text"/></div><div>Empl Rcd Nbr: <input type="text"/></div><div>Sequence: <input type="text"/></div><div>Action: <input type="text"/></div><div>Reason Code: <input type="text"/></div><div>Type of Travel: <input type="text"/></div><div><b>Search</b> <b>Clear</b> <a href="#">Basic Search</a></div><div><a href="#">Add a New Value</a></div></div></div><div><div>Search for existing TDY period by EMPLID search. Do not enter if you are creating a new TDY transaction.</div><div>If you want to create a <b>new</b> TDY period click 'Add a New Value'. Do not enter EMPLID yet.</div></div></div>

*Continued on next page*

- 2 To add a new record, enter EMPLID and click 'Add'.

### TDY Entitlements

#### Add a New Value

EmplID:

Empl Rcd Nbr:

Sequence:

Add

Enter Emplid.  
Click 'Add'

[Find an Existing Value](#)



When choosing a member from the search results, please be sure you are choosing the person you actually want to change data on. Verify the employee ID or national ID before making any changes. Also, since one member can have multiple records if they're both a Regular or Reserve Member and an Auxiliary Member or Civilian Employee, please be sure you are selecting the correct Employee Classification.

- 3 A new row is created to enable you to complete TDY transaction.

TDY Entitlements

EmplID: 0000000	JONES, ABNER, A	Empl Rcd Nbr: 0
Dept: 000163	CG STA BODEGA BAY	Empl Class: Regular
Job Code: 410094	BM2	Sal Plan/Grade: ENL E5
Location: CA0029	CG STA BODEGA BAY	
Position: 00011552	STATION - DUTY	

Estimated Depart Date: 05/05/2003

Action: Transfer

Sequence:

Estimated Report Date: 05/05/2003

Reason Code: TDY

TDY Entitlements

View All

1 of 1

Earnings Type	Description	Report TDY	Depart TDY	Detail	Approval Status	Approver EmplID
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Detail	Pending	<input type="text"/>

The following 'Earnings Types' are available for this transaction. You can choose to complete the entire TDY at one time, or choose 'TDYREP' when member goes TDY and then 'TDYDEP' when member completes TDY or permissive travel.

Earnings Code	Earnings Type	Description
<a href="#">TDY</a>	<a href="#">TDYDEP</a>	<a href="#">Member Departing TDY Unit Back to PERM Unit ONLY</a>
<a href="#">TDY</a>	<a href="#">TDYENT</a>	<a href="#">Report Entire TDY Period on Member</a>
<a href="#">TDY</a>	<a href="#">TDYREP</a>	<a href="#">Member Departing PERM Unit and Reporting to TDY Unit ONLY</a>

Continued on next page

## Procedures to report an entire TDY period on one transaction:

Enter the Earnings Type and the dates that the member arrived at and departed from the TDY unit.

TDY Entitlements							View All	< 1 of 1 >
Earnings Type	Description	Report TDY	Depart TDY	Detail	Approval Status	Approver EmplID		
1 TDYENT	Report Entire TDY Period on Member	03/10/2003	03/22/2003	<b>Detail</b>	Pending			

Click on the 'Detail' button. Enter the member's TDY and permanent unit messing status. Enter the date that member departed permanent unit for TDY unit. The date member reported back to permanent unit is pre-filled, but may be changed.

The Detail Page displayed is for an enlisted member. You would only complete this transaction for an officer when sea duty status changes, and the Detail Page will have only certain fields available.

**NOTE:** For Mobile Unit personnel deployed to a vessel with a messing facility, the TDY Messing Status should be D if the member is assigned to a Coast Guard vessel and E if the member is assigned to a Navy or foreign vessel. Mobile Unit personnel assigned to Coast Guard vessels will be charged for meals while aboard. Mobile Unit personnel assigned to Navy or foreign vessels will not be charged for meals while aboard and must reimburse the vessel for meals eaten; reimbursement can be made by cash remittance to the galley, or the ship will submit a PAA to PSC for meal checkage from the member's pay.

### Supporting Data

0000000 JONES, ABNER A

Earnings Type: TDYENT

TDY Messing Status:

PERM Unit Messing Status:

Depart From Permanent Unit:

Report TDY: 03/10/2003

Depart TDY: 03/22/2003

Report Back to Permanent Unit: 03/22/2003

PERM Unit BAS Type:

Check if member is entitled to Sea Pay while TDY ☐

Member is In Theater with TDY unit ☒

TDY Unit:

Permanent Unit: 000163

#### Lookup PERM Unit BAS Type

Meal Status:

[Basic Lookup](#)

#### Search Results

View All First 1 1 of 2 Last

[Meal Status](#)

[ENLBAS](#)

[REGBAS](#)

*Continued on next page*

5

Click the 'OK' button when Detail Page is filled out.

**NOTE:** Check the box if member is entitled to Sea Pay, and enter the TDY department. Notice the Check Box for 'In Theatre'. Members sent TDY to sea are normally entitled to Level 1 sea pay while TDY however, if the vessel to which the member is sent TDY is serving in Theatre, the member is entitled to Level 3 Sea Pay. If a member is sent TDY from one Career Sea Pay eligible vessel to another Career Sea Pay eligible vessel, do **NOT** check the box for Sea Pay unless the vessel the member is TDY to is a vessel operating in Theatre. This is because members who go TDY from one vessel to another vessel continue to receive Career Sea Pay at the level established for their permanent unit; Their Career Sea Pay does not revert to Level 1 while TDY.

Earnings Type: TDYENT

TDY Messing Status:

PERM Unit Messing Status:

Depart From Permanent Unit:

Report TDY: 03/10/2003

Depart TDY: 03/22/2003

Report Back to Permanent Unit:

PERM Unit BAS Type:

Check if member is entitled to Sea Pay while TDY ☒

Member is In Theater with TDY unit ☐

TDY Unit:

Permanent Unit: 000163

CGC THETIS

CG STA BODEGA

OK Cancel

This checkbox is only available when unit is designated as operating 'In Theatre'.

6

### Complete Route for Approval Panel

- Enter the approver EMPLID.
- Click Save

### CGHRSUP Approval Process

- Click on Worklist
- Click the EMPLID/NAME used previously.
- Review Form
- Click the "Approval Status" Dropdown.
- Change Approval Status to Approved.
- Click OK
- Click Save (To Transmit)
- Click the worklist again and mark as worked.

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The following will show you how to report a member TDY and depart a member from TDY on two separate transactions.

1

As in the first example, you need to click 'Add a new value' then enter member's EMPLID and click the 'Add' button. Choose "TDYREP" from the Earnings Type. Enter the date member arrived at the TDY Site and fill in the 'Detail' button. Fill in the Detail page and press 'OK'. Route for approval as in the first example.

TDY Entitlements

View All |< 1 of 1 >|

Earnings Type	Description	Report TDY	Detail	Approval Status	Approver EmplID
1 TDYREP	Member Departing PERM Unit and Reporting to TDY Unit ONLY	01/03/2003	Detail	Approved	DCONWAY

Enter Earnings Type and the date member reported TDY, then press the 'Detail' button.

2

(Detail Page)

**Earnings Type:** TDYREP

**TDY Messing Status:** Enlisted Required Meals-DMR

**PERM Unit Messing Status:** Enlisted Not Required Meals

**Depart From Permanent Unit:** 01/02/2003

**Report TDY:** 01/03/2003

**Report Back to Permanent Unit:**

**PERM Unit BAS Type:**

**Check if member is entitled to Sea Pay while TDY** ☒

Member is In Theater with TDY unit ☐

**TDY Unit:** 000099 CGC THETIS

**Permanent Unit:** 000163 CG STA BODEGA BAY

OK Cancel

You cannot fill these 2 blocks out until TDYDEP is completed.

3

When you are ready to return member back to the permanent unit, you will path to TDY Entitlements, and type in member's EMPLID in 'Find an Existing Value' – then press 'Search'.

All TDY transactions that were done on a member will be listed. Choose the row that indicates the TDY period member is currently on.

Search Results

View All | First 1-2 of 2 Last

EmplID	Empl Rcd Nbr	Sequence	Action	Reason Code	Estimated Depart Date	Estimated Report Date	Type of Travel
0	53294	Transfer TDY	2003-01-02	2003-01-02	(blank)		
0	16514	Transfer TDY	2001-03-11	2001-03-12	T1		

Continued on next page

- 4 Add a new row by clicking the plus button. Then choose 'TDYDEP' in Earnings Type.

Earnings Type	Description	Report TDY	Depart TDY	Detail	Approval Status	Approver EmplID
1 TDYREP	Member Departing PERM Unit and Reporting to TDY Unit ONLY	01/03/2003		Detail	Approved	DCONWAY
2 TDYDEP	Member Departing TDY Unit Back to PERM Unit ONLY			Detail	Pending	

Enter date member departed TDY unit, then press 'Detail' button.

Click the plus sign to add a row to complete "TDYDEP".

After entering the Earnings Type and the date member departed TDY, press the 'Detail' button. Most of the information will be pre-filled from the TDYREP Row. All you will need to fill in is the date member reported back to permanent unit and the messing status at the permanent unit.

- 5 (Detail Page)

Earnings Type: TDYDEP

TDY Messing Status: Enlisted Required Meals-DMR

PERM Unit Messing Status: Enlisted Not Required Meals

Depart From Permanent Unit: 01/02/2003

Depart TDY: 01/14/2003

Report Back to Permanent Unit: 01/15/2003

PERM Unit BAS Type: REGBAS

Check if member is entitled to Sea Pay while TDY ☒

Member is In Theater with TDY unit ☐

TDY Unit: 000099 CGC THETIS

Permanent Unit: 000163 CG STA BODEGA BAY

OK Cancel

- 6 Route for approval as shown in the first example. Member's TDY transactions are complete and transmitted.

Earnings Type	Description	Report TDY	Depart TDY	Detail	Approval Status	Approver EmplID
1 TDYREP	Member Departing PERM Unit and Reporting to TDY Unit ONLY	01/03/2003		Detail	Approved	DCONWAY
2 TDYDEP	Member Departing TDY Unit Back to PERM Unit ONLY		01/14/2003	Detail	Approved	DCONWAY

Continued on next page

The following will show you how to complete a TDY transaction on an officer.

- 1 As in the first example, you need to click 'Add a new value' then enter member's EMPLID and click the 'Add' button.

TDY Entitlements \

<b>EmplID:</b> 10000000	Bunger,Dale E.	<b>Empl Rcd Nbr:</b> 0
<b>Dept:</b> 006523	HR SIC ISD INFO SYS ARC BR	<b>Empl Class:</b> Regular
<b>Job Code:</b> 201897	PERS2	<b>Sal Plan/Grade:</b> WAR W2
<b>Location:</b> KS0001	CG HRSIC	
<b>Position:</b> 00003016	DUTY	







**Estimated Depart Date:** 05/08/2003    **Action:** Transfer    **Sequence:**  
**Estimated Report Date:** 05/08/2003    **Reason Code:** TDY

TDY Entitlements							View All	<	1 of 1	>
Earnings Type	Description	Report TDY	Depart TDY	Detail	Approval Status	Approver EmplID				
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	Detail	Pending	<input type="text"/>	<input type="text"/>	+	-	
<b>TDY Unit:</b>		<input type="text"/>								
<b>Permanent Unit:</b>		000163 CG STA BODEGA BAY								
<input type="button" value="OK"/>		<input type="button" value="Cancel"/>								

- 2 Enter the 'Earnings Type' and the appropriate dates.

TDY Entitlements							View All	<	1 of 1	>
Earnings Type	Description	Report TDY	Depart TDY	Detail	Approval Status	Approver EmplID				
1	TDYENT Report Entire TDY Period on Member	04/05/2003	04/22/2003	Detail	Pending	<input type="text"/>	<input type="text"/>	+	-	

Continued on next page

3	<p>The only fields you can edit for an officer are the dates and the TDY unit. An officer's messing status does not change, so you would only complete a TDY transaction for sea pay/time.</p> <p><b>Earnings Type:</b> TDYENT</p> <p><b>TDY Messing Status:</b> <input type="text" value="Officer"/></p> <p><b>PERM Unit Messing Status:</b> <input type="text"/></p> <p><b>Depart From Permanent Unit:</b> <input type="text" value="04/04/2003"/>  </p> <p><b>Report TDY:</b> 04/05/2003</p> <p><b>Depart TDY:</b> 04/22/2003</p> <p><b>Report Back to Permanent Unit:</b> <input type="text" value="04/22/2003"/>   <b>PERM Unit BAS Type:</b> <input type="text"/></p> <p>Check if member is entitled to Sea Pay while TDY <input checked="" type="checkbox"/></p> <p>Member is In Theater with TDY unit <input type="checkbox"/></p> <p><b>TDY Unit:</b>  <input type="text" value="000754"/>  CGC KUKUI</p> <p><b>Permanent Unit:</b> 006523 HRSIC ISD INFO SYS ARC BR</p> <p><input type="button" value="OK"/> <input type="button" value="Cancel"/></p>
4	<p>Route for approval as shown in the first example. Member's TDY transactions are complete and transmitted.</p>

*End*